



After School Provision Policy

GEORGE STREET PRIMARY SCHOOL

"Where Learning Comes Alive"

Approved by

Headteacher – Angela Hughes

Last reviewed on 15th July 2025

Next review by July 2027

George Street Primary School
'Where Learning Comes Alive'

After School Provision Policy

Aims

- To provide a safe environment that is supportive and encouraging where children can meet their friends, make new ones, try out new activities, relax have fun and enjoy.
- To help parents with affordable and safe childcare in a familiar setting.

Terms and Conditions

Opening Hours

The After School club sessions run from 3:00 pm to 6:00 pm Monday to Friday term time only. Term time dates are in line with George Street Primary school and can be found on the school website. This service is only available to those children who attend our school.

Applying for a space

- Once a registration form has been completed and returned to the school office a child will be registered with our service. If there are vacancies children will be offered places in the appropriate sessions.
- Once the booking form has been completed all sessions must be booked on line via the School Gateway App. Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed.
- The online booking system closes at 2pm the day before the required day to ensure we have time to plan the correct levels of staffing.

Fees

- Sessions are to be booked and paid for in advance of attending the club via the School Gateway app.
- Payment can be made using School Gateway or with childcare vouchers.
- Fees will not be waived through absence or sickness.
- We reserve the right to review fees termly. Notice will be given in writing as soon as practical.
- A fee of £10 will be charged to any child who has not been collected by 6pm (6.01 – 6.59) and thereafter will be £20 per half hour.

Late payment of fees

- In the event that fees are not paid on the due date the club reserves the right to withdraw provision.
- In the event that bank charges are incurred by the club due to the cancellation or dishonour of a cheque, standing order or other payment, we reserve the right to claim reimbursement of the total charges incurred.

Arrivals and Departures

- Admittance to the After School club will be straight from their class at the end of the school day where they will be registered with the staff. Children can also join once they have been dismissed from any of the other after school activities e.g., football, rugby etc.
- Please contact in advance if your child is unable to attend the club for any reason.
- Please collect your child promptly at the end of the session. Otherwise, a late fee will be incurred. These are £2.50 up to 15 minutes and £2.50 for every 15 minutes thereafter.
- Children who are booked into 4pm will not be released earlier, unless for exceptional circumstances, to ensure safeguarding of all of the children attending.
- If you have any problems with collection or with regards to unforeseen circumstances, please call the school office on 01442 255638. The office is open from 8am each day until 4.30 Monday – Thursday and 4.00 pm on a Friday.

Medicines

Medicines not prescribed by a doctor cannot be administered.

If your child is asthmatic, please ensure that you have completed the registration form and returned it to school. It is vital that they have an accessible inhaler during After School Club. They must therefore bring this with them each day that they attend.

Personal property

- All items of clothing and personal property should be clearly marked.
- The club cannot accept any responsibility for loss or damage to personal property however caused.

Emergency contacts

- It is essential that the club can contact a parent/carers or alternative emergency contact at all times.
- Any changes in these contacts must be passed to the club before the child/ren next attends.

Policies

The After School Club follows the policies of George Street Primary School. This provides consistency to the children.

Child Protection

All staff follow the rigorous George Street Primary school safeguarding procedures and have an enhanced DBS check.

Complaints

We sincerely hope that you never have cause to complain but if you do, please follow this procedure:

- Firstly, speak to the After School staff; your concern may be quickly allayed by them.
- If you are still not satisfied, please make an appointment to speak to the Headteacher.
- If you are still not satisfied you may complain to the school governors or the local authority. Details of who to contact are available in the school office.